



2024 Volunteer of the Year Nominating Guide

Please review this guide to help you gather the information you need to submit a complete nomination.

All entries are due by June 7, 2024. You are welcome to submit entries in all categories.

More information is available at www.vhca.org/nomination-packages.

If you have questions about the online nominating process, please email doran.hutchinson@vhca.org.

Additional Criteria Required for Volunteer of the Year Nominations:

1. All nominations must be completed using our online form available at www.vhca.org/nomination-packages.
2. Written narrative explaining why your nominee should be selected for this award.
3. At least three letters of recommendation that support your nomination.
 - a. Letters may not exceed one page.
 - b. Letters must be printed on company letterhead and signed.
4. High-resolution digital headshot of the nominee (e.g., jpeg).
5. Additional digital photographs of the nominee (at least 5)
6. Any additional materials to support your nomination (e.g., news articles).